

Office of Zoning

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$2,378,480	\$2,424,315	1.9

The mission of the Office of Zoning (OZ) is to provide administrative, professional and technical assistance to the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) in the maintenance and regulation of zoning in the District of Columbia.

The Office of Zoning plans to fulfill its mission by achieving the following strategic results goals:

By 2003:

- Electronically publish and maintain the “official” zoning map
- Implement the Database System Phase I.
- Implement the availability of word searchable ZC and BZA orders on-line.

By 2004:

- Index and organize records electronically, so that orders and zoning historical information will be accessible by lot and square or address.
- Webcast live BZA and ZC hearings and meetings.
- Provide video library of zoning information to the public.
- Implement on-line capability for applications.

Did you know...

Percentage in increase of BZA and ZC applications processed in FY 2001 over FY 1999	80
Percentage in increase of BZA and ZC orders issued in FY 2001 over FY 1999	90
Percentage in increase of zoning certifications issued in FY 2001 over FY 2000	30
Percentage in increase of responses to online zoning inquiries in FY 2001 over FY 2000	258

Where the Money Comes From

Table BJ0-1 shows the source(s) of funding for the Office of Zoning.

Table BJ0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	1,222	1,813	2,378	2,424	46
Gross Funds	1,222	1,813	2,378	2,424	46

How the Money is Allocated

Tables BJ0-2 and 3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group level (Object Class level).

Table BJ0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	775	833	1,083	1,131	48
Regular Pay - Other	91	18	0	0	0
Additional Gross Pay	42	54	0	0	0
Fringe Benefits - Curr Personnel	113	175	164	171	7
Unknown Payroll Postings	0	0	0	0	0
<i>Personal Services</i>	<i>1,020</i>	<i>1,080</i>	<i>1,247</i>	<i>1,302</i>	<i>55</i>
Supplies and Materials	17	50	56	56	0
Energy, Comm. and Bldg Rentals	1	12	16	17	1
Telephone, Telegraph, Telegram, Etc	13	13	13	15	2
Rentals - Land and Structures	0	0	18	21	3
Janitorial Services	0	0	9	9	0
Security Services	0	0	11	12	1
Other Services and Charges	103	536	846	237	-609
Contractual Services - Other	49	55	92	684	592
Equipment & Equipment Rental	18	68	71	71	0
<i>Non-personal Services</i>	<i>202</i>	<i>734</i>	<i>1,132</i>	<i>1,122</i>	<i>-9</i>
Total Proposed Operating Budget	1,222	1,813	2,378	2,424	46

Table BJ0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	15	11.75	17	17	0
Term full time	1	0.75	0	0	0
Total FTEs	16	12.5	17	17	0

Local Funds

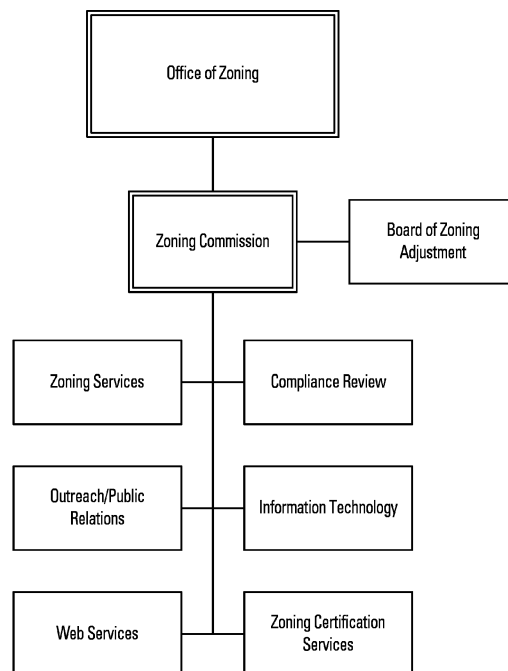
The proposed Local budget is \$2,424,315, a net increase of \$45,835 or 1.9 percent over the FY 2002 approved funding level of \$2,378,480. The total variance is comprised of an increase of \$55,275 in personal services partially offset by a decrease of \$9,440 in nonpersonal services.

There are 17 FTEs supported by Local funds. This represents no change from the FY 2002 approved FTE level.

Significant changes are:

- An increase of \$55,275 associated primarily with the pay increase approved in FY 2002.
- A decrease of \$9,440 associated with projected operating costs based on prior year actuals and projected FY 2003 expenditures.

Figure BJ0-1

Office of Zoning

Programs

To achieve the strategic goals identified by the agency, the Office of Zoning manages the following programs:

Zoning Services: This program provides the direct zoning staff assistance to the Zoning Commission and Board of Zoning Adjustment by providing the following services: receiving and processing applications for zoning changes or relief; attending meetings and hearings and providing follow-up draft decisions and final orders; coordinating the zoning process with the Office of Planning and other agencies; maintaining and updating the Zoning Regulations text and Zoning map; responding to miscellaneous requests of ZC and BZA members; and preparing records for court cases.

The key initiatives for this program for FY 2003 are:

- Continue to improve on streamlining the zoning procedures by implementing a case-time tracking system.
- Initiate Phase I of the Zoning Regulations Re-engineering

Compliance Review

The Compliance Review program ensures that conditions to ZC and BZA orders are reviewed; monitored; corrected; and/or referred to DCRA for citation action, if not remedied.

The key initiative for this program for FY 2003 is:

- to implement the new Compliance Review Program.

Information Technology

The Information Technology program develops and implements new systems to automate Zoning information, including the zoning map, as well as facilitates delivery of Zoning Services.

The key initiatives for this program for FY 2003 are:

- Begin Phase IV and the Implementation of Phase III of the Zoning Map; including:
- Maintain and update zoning maps to improve accuracy, allow improved certification services and reflect new actions of the Zoning Commission.
- Participate in the development of citywide

systems to facilitate on-line sharing of updated map information and associated data

Web Services

The Web Services program ensures the constant delivery of key zoning services and information. This program implements the electronic storefront of the Office of Zoning.

The key initiatives for this program for FY 2003 are:

- Implement an electronic submission for ZC and BZA applications and exhibits.
- Capture data from scanned documents and populate data tables with historical information to enhance the quality and quantity of information available to the public. (Phase II)
- Develop and implement systems to allow on-line broadcasting of Zoning Commission and Board of Zoning Adjustment public hearings and meetings.

Public Relations

The Public Relations/Outreach/Information program provides zoning information services to residents, community and businesses in the District as well as the public beyond the metropolitan area by telephone and e-mail inquires, and through the circulation of brochures and seminars.

The key initiatives for this program for FY 2003 are:

- Enhance the electronic reading room to facilitate efficient access to information and improve printing and copying capabilities.
- Develop new interactive programs for use by the public to learn more about zoning in the District.
- Continue to be responsive with the increasing number of inquires the office receives on a daily basis.
- Create a video library of seminars.

Zoning Certification

The Zoning Certifications Service program reviews historical zoning information and provides a current certifiable property document to property owners.

The key initiative for this program for FY 2003 is:

- to continue to issue Zoning Certifications to the public in a professional, timely manner, despite the ever-increasing amount of requests being filed.

Agency Goals and Performance Measures

Goal 1: Create a convenient, easy to use, and understandable zoning process.

Citywide Strategic Priority Areas: Promoting

Economic Development; Making
Government Work

Manager: Jerrily R. Kress, FAIA

Supervisor: Jerrily R. Kress, FAIA

Measure 1.1: Percentage of total planned Web site completed to allow 24 hour access to the Office of Zoning

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	10	25	35	50	70
Actual	10	25	-	-	-

Measure 1.2: Percentage of interactive features on Web site finished

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	35	60	75
Actual	N/A	20	-	-	-

Goal 2: Revolutionize service delivery through the use of technology.

Citywide Strategic Priority Areas: Promoting

Economic Development; Making
Government Work

Manager: Nyambi A. Nyambi, AICP

Supervisor: Jerrily R. Kress, FAIA

Measure 2.1: Percentage of electronic zoning map complete

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	30	90	100	100	100
Actual	30	90	-	-	-

Note: Agency will enhance/update the map in FY 2003 and FY 2004.

Measure 2.2: Percentage of electronic reading room complete

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	0	30	40	50	75
Actual	25	30	-	-	-

Measure 2.3: Percentage of documents scanned for electronic storage

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	5	8	20	40	60
Actual	5	8	-	-	-

Note: The Office of Zoning has raised the FY03 target from 20% to 30% (1/02/02), then 30% to 40% (2/22/02).

Measure 2.4: Percentage of IT Compliance program completed

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	10	50	100
Actual	N/A	N/A	-	-	-

Goal 3: Streamline zoning procedures to ensure a predictable, efficient, and consistent process.

Citywide Strategic Priority Areas: Building and

Sustaining Healthy Neighborhoods;

Promoting Economic Development

Managers: Sheri M. Pruitt, AICP; Alberto

Bastida, AICP

Supervisor: Jerrily R. Kress, FAIA

Measure 3.1: Number of Board of Zoning Adjustment applications filed

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	160	160	160
Actual	N/A	162	-	-	-

Note: This measure used to be written as "Number of Board of Zoning Adjustment/Zoning Commission applications filed". The FY 1999 actual was 118. The FY 2000 target was 160. The FY 2000 actual was 181. The FY 2001 target was 190.

Measure 3.2: Number of Zoning Commission applications filed

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	30	30	30
Actual	N/A	50	-	-	-

Note: This measure used to be written as "Number of Board of Zoning Adjustment/Zoning Commission applications filed". The FY 1999 actual was 118. The FY 2000 target was 160. The FY 2000 actual was 181. The FY 2001 target was 190.

Measure 3.3: Number of Board of Zoning Adjustment applications processed

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	160	160	160
Actual	N/A	172	-	-	-

Note: This measure used to be written as "Number of Board of Zoning Adjustment/Zoning Commission applications processed". The FY 1999 actual was 116. The FY 2000 target was 140. The FY 2000 actual was 188. The FY 2001 target was 190.

Measure 3.4: Number of Zoning Commission applications processed

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	30	30	30
Actual	N/A	41	-	-	-

Note: This measure used to be written as "Number of Board of Zoning Adjustment/Zoning Commission applications processed". The FY 1999 actual was 116. The FY 2000 target was 140. The FY 2000 actual was 188. The FY 2001 target was 190.

Measure 3.5: Number of Board of Zoning Adjustment orders issued or finalized

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	160	160	160
Actual	N/A	205	-	-	-

Note: This measure was previously presented as "Number of Board of Zoning Adjustment/Zoning Commission orders issued or finalized". The FY 1999 actual was 122. The FY 2000 target was 140. The FY 2000 actual was 209. The FY 2001 target was 210.

Measure 3.6: Number of Zoning Commission orders issued or finalized

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	30	30	30
Actual	N/A	25	-	-	-

Note: This measure was previously presented as "Number of Board of Zoning Adjustment/Zoning Commission orders issued or finalized". The FY 1999 actual was 122. The FY 2000 target was 140. The FY 2000 actual was 209. The FY 2001 target was 210.

Measure 3.7: Number of civil infractions finalized

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	18	5	5	6
Actual	N/A	12	-	-	-

Measure 3.8: Number of zoning certifications

	2000	2001	Fiscal Year 2002	2003	2004
Target	80	80	90	90	90
Actual	88	115	-	-	-

Measure 3.9: Percentage of zoning regulations modernized

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	30	70	80	90
Actual	N/A	30	-	-	-

Note: FY 2003 target was lowered from 100 to 80 by the agency on 2/25/02.

Measure 3.10: Percentage of zoning regulations reengineered

	2000	2001	Fiscal Year 2002	2003	2004
Target	N/A	N/A	N/A	10	20
Actual	N/A	N/A	-	-	-

Measure 3.11: Percent of zoning map updated

	2000	2001	Fiscal Year 2002	2003	2004
Target	60	100	100	100	100
Actual	60	90	-	-	-

Note: FY 2003 and 2004 will have ongoing changes.

Goal 4: Synchronize activities with federal and District agencies.

Citywide Strategic Priority Areas: Promoting Economic Development; Making Government Work

Managers: Jerrily R. Kress, FAIA; Nyambi A. Nyambi, AICP

Supervisor: Jerrily R. Kress, FAIA

Measure 4.1: Percentage of the Office of Zoning's processes that are intertwined and coordinated with other federal and District agencies including Citywide Mapping (WGIS)

	2000	2001	Fiscal Year 2002	2003	2004
Target	10	40	60	80	90
Actual	20	40	-	-	-

Measure 4.2: Percent of enterprise database system implemented, which will allow the agency to electronically share information with other District agencies

	2000	2001	Fiscal Year 2002	2003	2004
Target	10	20	20	20	20
Actual	20	20	-	-	-

Note: Original goal title was "Percent of Hansen System implemented, which will allow the agency to electronically share and retrieve information from other District agencies." OZ reports that during FY 2001, it has focused on other avenues of achieving this goal, such as OZ's website and city-wide GIS mapping. The HANSEN system has been transitioned into the enterprise database system. The new goal title reflects this change. As a result of transition to enterprise system, FY01 target was adjusted from 60% to 20%. FY02 & 03 targets have both been adjusted to 20%.

Measure 4.3: Number of compliance review reports

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	10	20	20
Actual	N/A	N/A	-	-	-

Goal 5: Create an expansive outreach and educational program for District residents and business.

Citywide Strategic Priority Areas: Promoting
Economic Development; Making
Government Work

Manager: Jerrily R. Kress, FAIA

Supervisor: Jerrily R. Kress, FAIA

Measure 5.1: Number of community outreach seminars conducted

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	3	8	10	10	10
Actual	8	9	-	-	-

Measure 5.2: Number of responses to online zoning inquiries

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	120	250	300	300
Actual	50	129	-	-	-

Measure 5.3: Number of times the informational video library, including in-house cassettes and online access, is used

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	100	200	200
Actual	N/A	N/A	-	-	-